



Entering a New Foreign Registration in the System for Award Management (SAM) for Contracts or Grants with the United States Federal Government



This presentation was created by logging in the System for Award Management (SAM) with Internet Explorer 8. If you are using a different Internet Browser to access SAM, such as Google Chrome, Firefox or another version of Internet Explorer, your screens may appear slightly different.



To register in the SAM system, you **MUST** first obtain a DUNS Number.

<http://fedgov.dnb.com/webform>

Data Universal Numbering System (DUNS) is a unique 9-digit number that is administered by Dun and Bradstreet (D&B) and is a required data element for all registrants in SAM.

D&B DUNS Numbers™
for US Government
Contractors & Grantees

Welcome to the D&B D-U-N-S Request Service
for US Federal Government Contractors and Grantees

Dun & Bradstreet (D&B) provides a D-U-N-S Number, a unique nine digit identification number, for each physical location of your business.

D-U-N-S Number assignment is FREE for all businesses required to register with the US Federal government for contracts or grants.

Click here to request your D-U-N-S Number via the Web. If one does not exist for your business location, it can be created within 1 business day.

For technical difficulties, contact govt@dnb.com



You MUST obtain an NCAGE Code as well.

- You can request an NCAGE by following this link:
<https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx>
and follow the instructions to obtain an NCAGE.
- If you cannot submit this form via the Internet, you can obtain an NCAGE Code by contacting the NCB of the country where your organization is located. Your country's NCB contact information can be found at:

<https://eportal.nspa.nato.int/AC135Public/Docs/US%20Instructions%20for%20NSPA%20NCAGE.pdf>



Search BINCS to confirm the NCAGE information was received. Some countries may take several weeks to send information to BINCS. Your registration will NOT process until the information has been received by BINCS.

https://www.logisticsinformationservice.dla.mil/bincs/begin_search.aspx

BINCS

BINCS Search

The data contained herein is for informational purposes only. If your company is listed with incorrect or incomplete data, please Contact us at once so we can correct the information.

GUIDELINES FOR SYSTEM USAGE:

The data contained herein is government owned information, and as such may not be reused or marketed for commercial use.

- Searches are for free, however DLA Logistics Information Services reserves the right to restrict access if unreasonable use of the system is made.
- Tailored data extracts are available to government agencies requiring additional information. An example of this type of extract would be all CAGE Codes within a specific ZIP Code. Also, a compact disc (CD) containing all the CAGE Codes is available for purchase. The title for this CD publication is the H Series. There are a variety of other publications on this disk, such as Federal Supply Classification, Federal Item Name, etc. To subscribe for publications email: subscriptions@dlamail. For additional information on either product, US Government agencies should direct their queries to <http://www.logisticsinformationservice.dla.mil/cdrom.asp> (or Contact us).
- Now you're ready to start your search.

Search

CAGE:	<input type="text"/>	DUNS:	<input type="text"/>
Company:	<input type="text"/>	Company, State:	<input type="text" value="(None)"/>
Phone:	<input type="text"/> - <input type="text"/> - <input type="text"/>	Zip:	<input type="text"/>
SIC:	<input type="text"/>	SIC, State:	<input type="text" value="(None)"/>
JCP CERT#:	<input type="text"/>		



You will receive an email from D&B with your DUNS Number.
After 48 hours you can register this number in SAM.
You will need to create an individual account in the SAM system.
Go to www.sam.gov and **Select Create an Account.**



USER NAME

[Forgot Username?](#)

PASSWORD

[Forgot Password?](#)

LOG IN

[Create an Account](#)

HOME

SEARCH RECORDS

DATA ACCESS

GENERAL INFO

HELP

CREATE USER ACCOUNT

Your CCR username will not work in SAM. You will need a new SAM User Account to register or update your entity records. You will also need to create a SAM User Account if you are a government official and need to create Exclusions or search for FOUO information.

[Create User Account](#)

REGISTER/UPDATE ENTITY

You can register your Entity (business, individual, or government agency) to do business with the Federal Government. If you are interested in registering or updating your Entity, you must first create a user account.

[Register/Update Entity](#)

SEARCH RECORDS

All entity records from CCR/FedReg and ORCA and exclusion records from EPLS, active or expired, were moved to SAM. You can search these records and new ones created in SAM. If you are a government user logged in with your SAM user account, you will automatically have access to FOUO information.

[Search Records](#)



The account type you need is an individual account.

Select Create an Account.

USER NAME PASSWORD [LOG IN](#)

[Forgot Username?](#) [Forgot Password?](#)

[Create an Account](#)

[HOME](#) [SEARCH RECORDS](#) [DATA ACCESS](#) [GENERAL INFO](#) [HELP](#)


Create an Account

Choose Account Type

Individual Account Details

Create an Individual User Account

- * To perform tasks such as register/update your entity (legacy CCR/FedReg and ORCA functionality).
- * To create and manage exclusion records (legacy EPLS functionality).
- * To view FOUO level data for entity management registration records and exclusion records (Same as government user tools functionality).



[Create an Account](#)

System Account Details

Create a System User Account

- * If you need system-to-system communication or you are automating your system pull of the data.
- * If you are performing data transfer from SAM to your government database system.

[Create System Account](#)



The Asterisk* indicates mandatory information.
The remainder of the information is optional. Select Next.

HOME SEARCH RECORDS DATA ACCESS GENERAL INFO HELP

Create Account: Individual

- Personal Information
- Account Information
- Summary

Personal Information

Page Description
Please provide your personal information requested below.
Fields marked with an asterisk (*) are mandatory.

Title: Mr.

First Name* :

Middle Initial :

Last Name* :

Suffix :

Email Address* :

Confirm Email Address* :

Phone* : XXXX-XXXXXXXXXX

Phone Extension :

Fax : XXXX-XXXXXXXXXX

Address Line 1 :

Address Line 2 :

City :

State/Province:

Country* : Please select a value

ZIP/Postal Code:

CANCEL NEXT

Content Glossary

Status Indicators:



Create your ACCOUNT INFORMATION. **Select Next.**

Once your username is created it cannot be changed.

Username* : **USERNAME**

Must be at least 6 characters.

Warning: Once created, username cannot be changed in SAM.

Password* : **PASSWORD**

Must be at least 8 characters and contain at least one letter, one number and one special character (!@#%\$)

Confirm Password* :

Security Questions

Select 3 and you can answer these questions accurately or make up the answers.

Security Question 1* : Please select a value Security Answer 1* : Security Question 2* : Please select a value Security Answer 2* : Security Question 3* : Please select a value Security Answer 3* :

CANCEL


BACK

NEXT 




Select Submit. A validation email will be sent to the email address listed on the User Account.

Country :	Your country
ZIP :	
Account Information	
<hr/>	
EDIT	
Username :	username123456
Password :	*****
Security Question 1 :	In what city or town did your parents meet?
Security Answer 1 :	security answer
Security Question 2 :	What is the name of a college you applied to but didn't attend?
Security Answer 2 :	security answer
Security Question 3 :	In what city did your nearest relative live in 2010?
Security Answer 3 :	security answer
CANCEL	BACK SUBMIT





**You have successfully created your User Account.
Validate by responding to the validation email.
Select Done.**



USER NAME PASSWORD

[Forgot Username?](#) [Forgot Password?](#) [Create an Account](#)

HOME SEARCH RECORDS DATA ACCESS GENERAL INFO HELP

Create Account: Individual

- Personal Information
- Account Information
- Summary


Create Account: Personal

Account Created - Confirmation

Confirmation

Tue Jul 02 09:05:35 EDT 2013

Congratulations -- Your SAM account has been created! But, you are not done. **We just sent you an email to the email address you gave us so you can confirm your account creation.** In the email, there is a link that you must click within next 48 hours to activate your account. For now, click on DONE to go back to the SAM Home page.



Content Glossary



The validation email comes from **notification@sam.gov**.
The activation link is the first link in the email and may not be an active link. If it is not active, copy and paste the address into your browser address line.

Send

From: notification@sam.gov

To: you@email.com

Cc:

Subject: RE: ACTION REQUIRED: Activate Your New User Account in the U.S. Federal Government's System for Award Management (SAM)


This email was sent by an automated administrator. Please do not respond to this email.

Dear, Your name.

Thank you for registering in the U.S. Federal Government's System for Award Management (SAM).

Your username is: yourname

Please note that this is only a confirmation of your Username. You must click on the link below, within 48 hours of receipt of this message, to verify your email address and complete the registration process. You may also copy and paste the URL into your browser address line to go directly to the webpage.


CLICK THIS LINK to activate your account: <https://www.sam.gov/portal/public/SAM?activationCODE=H0Mzz45twG137bn> 

Please note that if this is your first login attempt, the system will default to the Migrate Legacy Account page where you will be prompted to indicate whether or not you wish to transfer your role (s) held in the legacy in the federal government systems (CCR.gov, FedReg.gov, ORCA.gov, and EPLS.gov) to your new SAM account.

IMPORTANT: If you do not have roles to migrate from a legacy system and/or you would like a new role assigned to your account, you will need to request that a role be assigned to your Administrator in order to have access to desired system functionality.



Log into SAM to activate your User Account.



USER NAME PASSWORD [LOG IN](#)

[Forgot Username?](#) [Forgot Password?](#) [Create an Account](#)

[HOME](#) [SEARCH RECORDS](#) [DATA ACCESS](#) [GENERAL INFO](#) [HELP](#)

Login

Enter Username and Password

Login


Please Enter your Username and Password to login to SAM. If you do not remember your Username or Password, please use the respective *Forgot Username?* and *Forgot Password?* links provided below.

Username :

[Forgot Username?](#)




Password :

[Forgot Password?](#)

[Login](#) 


SAM | System for Award Management 1.0 IBM v1.821.20130326-0005 WWW1

Note to all Users: This is a Federal Government computer system. Use of this system constitutes consent to monitoring at all times.





Select Done. Your account will now be activated and you will be logged into the SAM system.



USER NAME PASSWORD [LOG IN](#)

[Forgot Username?](#) [Forgot Password?](#)

[Create an Account](#)

[HOME](#) [SEARCH RECORDS](#) [DATA ACCESS](#) [GENERAL INFO](#) [HELP](#)

Name:

Account Activated - Confirmation

Confirmation




Wed Apr 03 14:33:03 EDT 2013

Thank you for activating your SAM account! You will be taken to the User Dashboard page. Once on the User Dashboard, you will have the option to migrate an account from a legacy system. Use the **Done** button to continue.

[PRINT](#) [SAVE](#) [DONE](#)

SAM | System for Award Management 1.0 IBM v1.821.20130326-0005 W7W1

Note to all Users: This is a Federal Government computer system. Use of this system constitutes consent to monitoring at all times.







Each time you log into SAM you will be required to **Accept** the Usage Agreement to continue.

[HOME](#)[SEARCH RECORDS](#)[DATA ACCESS](#)[GENERAL INFO](#)[HELP](#)

SAM Terms and Conditions

I. Usage Agreement

This is a Federal computer system and is the property of the United States Government. It is for authorized use only. Users (authorized or unauthorized) have no explicit or implicit expectation of privacy in anything viewed, created, downloaded, or stored on this system, including e-mail, internet, and intranet use. Any or all uses of this system (including all peripheral devices and output media) and all files on this system may be intercepted, monitored, read, captured, recorded, disclosed, copied, audited, and/or inspected by authorized System for Award Management (SAM) personnel, the Office of Inspector General (OIG), and/or other law enforcement personnel, as well as authorized officials of other agencies. Access or use of this computer by any person, whether authorized or unauthorized, constitutes consent to such interception, monitoring, reading, capturing, recording, disclosure, copying, auditing, and/or inspection at the discretion of authorized SAM personnel, law enforcement personnel (including OIG), and/or authorized officials other agencies. Unauthorized use of this system is prohibited and may constitute a violation of 18 U.S.C 1030 or other Federal laws and regulations may result in criminal, civil, and/or administrative action. By continuing to use this system, you indicate your awareness of, and consent to, these terms and conditions and

[DECLINE](#)[ACCEPT](#)



(1) Select Register/Update Entity.

(2) Select Register New Entity.

Manage My User Roles	<p>DO NOT USE THE BACK BUTTON ON YOUR BROWSER. You should use the buttons found on each page to navigate the site. If you use your browser back button, you may lose data previously entered but not saved.</p> <p>Welcome to SAM!</p> <p><i>Updated SBA size standards are in effect as of July 22, 2013; see below for details about how this impacts entity registrations in SAM.</i></p> <p>Welcome! This page is your "My SAM" page. From here you can access the functionality that you need to do your job.</p> <ol style="list-style-type: none"> If you had a user account in CCR, EPLS, or FedReg, you need to migrate your permissions from your old user account to your new SAM user account. Click the "YES" button above to begin the process. Please note that all entity registration records (such as your CCR and ORCA records) have already been migrated from the legacy systems to SAM. The data is here; you just need to connect your user account to the record(s). The navigation links on the left side of the page give you access to different parts of SAM. The categories available vary based on your permissions in SAM. For example: <ol style="list-style-type: none"> "Manage My User Roles" - Links under here allow you to manage your roles. You can request new roles or view your current roles and entity associations. "Register/Update Entity" - Here you will find the links to manage your entity registration record(s). If you are updating an entity registration for the first time in SAM, this information came from CCR, ORCA, or FedReg. "Data Access" - If you need access to data extracts or need to view non-public data (such as TIN or banking information) through search, this section will contain all the information you need to request permission. <p>If you have any questions, click the "Help" tab above for training materials, FAQs, and contact information for the supporting SAM Help Desk (Federal Service Desk).</p>
Register/Update Entity	
Register New Entity	
BioPreferred Reporting	
Account Settings	
Data Access	
General	



The Registration Overview page describes the information that you will need to complete your registration.

Registration Overview

→ Registration Overview

Purpose of Registration

Core Data

Representations and Certifications

Points of Contact

Submit Certification

BACK TO USER DASHBOARD

Page Description

Entity Management registrants are required to submit detailed information on their entity* in various categories. Additional, non-mandatory information is also requested. For specific informational requirements and guidelines on how to obtain unknown information, please reference the SAM Entity Management User's Guide.

Categories of required and requested information may include the following depending on the purpose of your registration in SAM:

- Core Data** - Includes, but is not limited to, an entity's DUNS and/or DoDAAC, name, address, CAGE or NCAGE code, TIN or EIN number, general information, financial information, and details about any proceedings in which the entity may currently be involved. Core Data is mandatory for all registration types.
- Assertions** - Documents self-assertions from each entity. Assertions includes, but is not limited to, data about the types of goods and services the entity provides, the entity size, optional Electronic Data Interchange (EDI), and disaster relief data.
- Representations and Certifications** - Documents an entity's representations and certifications related to their small business status, responses to commonly used Federal Acquisition Regulation (FAR) and Defense Federal Acquisition Regulation Supplement (DFARS) provisions/clauses, and Architect-Engineer Responses (SF330 Part II).
- Points of Contact (POC)** - The entity will be asked to provide contact information for any mandatory POC based on the information they provided during the registration process. POC types include, but are not limited to, accounts receivable, electronic business, and government business. POC information is mandatory for all registration types.

Before you start, please be sure you have gathered the following information:

- Your Data Universal Numbering System (DUNS) Number from Dun and Bradstreet and the name and address associated with that DUNS
- Your Taxpayer Identification Number and the name associated with that TIN (from your W-2)



Indicate your entity type and complete the drop down menus. **Select Next.**

Register Entity

Determine Purpose of Registration

Registration Overview

Purpose of Registration

→ Determine Purpose

● Confirm Purpose

Core Data

Representations and Certifications

Points of Contact

Submit Certification

[BACK TO USER DASHBOARD](#)

[CANCEL](#)

[PREVIOUS](#) [NEXT](#)

Page Description

The system will guide you through the entity registration process based on the answers you provide below.

What type of entity are you? *

Do you wish to bid on contracts?

Do you want to be eligible for grants and other federal assistance?

Do you want to perform Intragovernmental Transactions (IGT)?



SAM has determined your purpose of registration. You will continue with the Entity Registration process. **Select Next.**

Register Entity

Confirm Purpose

Registration Overview

Purpose of Registration

✓ Determine Purpose

→ Confirm Purpose

Core Data

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Submit Certification

Page Description

Based on the answers provided on the previous page, SAM has determined your purpose for registering. If you need to make changes, please go back to the previous page. Use the Next button to continue with the Entity Registration process.

Purpose of Registration:

You are required to complete the following sections:

All Awards

Core Data

Assertions

Representations & Certifications

Points of Contact

CANCEL

PREVIOUS

NEXT

BACK TO USER DASHBOARD





Enter your DUNS, Legal Business Name and address EXACTLY as you entered it in D&B when you applied for your DUNS number. **Select Next.**

<ul style="list-style-type: none">● Verify DUNS Information● Business Information● CAGE or NCAGE Code● General Information● Financial Information● Executive Compensation Questions● Proceedings Questions● Information Opt-Out● Review Core Data	<p>DUNS Number:*</p> <input type="text"/>
	<p>If you do not have a DUNS Number, please click here to request one</p> <p>For assistance, contact Dun & Bradstreet (D&B) US ONLY at 1-866-705-5711 or govt@dnb.com. International registrants email: samhelp@dnb.com</p>
	<p>Name:</p> <p>D&B Legal Business Name: **</p> <input type="text"/>
	<p>DUNS Physical Address:</p> <p>Please enter the physical address that D&B has on file for your entity. Your entity will not be activated if a mailing address is provided.</p> <p>Address Line 1:**</p> <input type="text"/>
	<p>Address Line 2:</p> <input type="text"/>
	<p>City:**</p> <input type="text"/>
	<p>State/ Province:**</p> <input type="text"/>
	<p>ZIP/Postal Code:</p> <input type="text"/>
	<p>Country:**</p> <input type="text" value="Please select a value"/>
<p>Assertions</p> <p>Representations and Certifications</p> <p>Points of Contact</p> <p>Submit Certification</p> <p>BACK TO USER DASHBOARD</p>	<p>CANCEL</p> <p>PREVIOUS NEXT</p>





Your Legal Business Name **AND** your address must match exactly in both SAM and NATO.

SAM

Details returned from D&B	
DUNS:	999999999
Legal Business Name:	Your Company
Doing Business As:	Your Company
Address Line 1:	Your address
Address Line 2:	
City:	Your City
State:	Your State
ZIP/Postal Code:	Your Zip Code
Country:	Your Country

NATO

Home > NCAGE details	
Cage Data	
Organization Data - Generals	
CAGE Code	ABC12
Organization Name	Your Company
Creation Date	
Status	A - Active record
Country	
UFDC	1

To View the NCAGE details go to the NATO Web site.

NATO Web site: <https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx>



Select **Save and Confirm** if your information matches D&B. If the information from D&B is incorrect, you must contact D&B (703-807-5733 or samhelp@dnb.com) to correct before continuing.

Core Data

- DUNS Information
- Verify DUNS Information**
- Business Information
- IRS Consent
- CAGE or NCAGE Code
- General Information
- Financial Information
- Executive Compensation Questions
- Proceedings Questions
- Information Opt-Out
- Review Core Data
- Continue to Next Section

Please review the information retrieved from Dun & Bradstreet (D&B) for accuracy. If you click "Save & Continue," the information from D&B will appear in your entity's registration. If the information returned is incorrect, please click "Cancel" and make the necessary updates in D&B.

If you've received confirmation from D&B that your requested updates were completed over 24 hours ago, and that information is not yet displayed under "Details returned from D&B", click the button to refresh your data.

[REFRESH D&B DATA](#)

Details Entered by the user	Details returned from D&B
DUNS: 999999999	DUNS: 999999999
Legal Business Name: Your company	Legal Business Name: Your company
Doing Business As: Your company	Doing Business As: Your company
Address Line 1: Your address	Address Line 1: Your address
Address Line 2:	Address Line 2:
City: Your city	City: Your city
State: Your state	State: Your state
ZIP/Postal Code: Your zip	ZIP/Postal Code: Your zip
Country: Your country	Country: Your country

[CANCEL](#)

[PREVIOUS](#)
[SAVE AND CONFIRM](#)

Assertions



You will create an MPIN on this page.

Registration Overview

Purpose of Registration

Core Data

- ✓ DUNS Information
- ✓ Verify DUNS Information
- ✓ **Business Information**
- ✓ IRS Consent
- ✓ CAGE or NCAGE Code
- ✓ General Information
- ✓ Financial Information
- ✓ Executive Compensation Questions
- ✓ Proceedings Questions

Note: TIN (either EIN or SSN) is required. Only sole proprietors with number entered here will be sent to the IRS with the TIN consent information match from IRS.

Business Information:

Business Start Date (MM/DD/YYYY): *

Fiscal Year End Close Date (MM/DD): *

Company Division Name:

Company Division Number:

Corporate URL:

Congressional District:

Create/Enter MPIN: *


The MPIN will be shared with authorized partner applications (e.g. Grants.gov, Past Performance Information Retrieval System (PPIRS) etc.). The MPIN acts as your password in these systems and you should guard it as such. The MPIN must be nine characters long and contain at least one letter, one number, and no spaces or special characters.

Physical Address - Battle Creek

Address Type:

MPIN
Must be exactly 9 characters and contain at least one letter, one number. NO SPACES or SPECIAL CHARACTERS (!@#\$%).

The MPIN will be shared with authorized partner applications (e.g. Grants.gov, Past Performance Information Retrieval System (PPIRS) etc.). The MPIN acts as your password in these systems and you should guard it as such. The MPIN must be nine characters long and contain at least one letter, one number, and no spaces or special characters.





Complete the mailing section. **Save and Continue.**

***Foreign Registrations are NOT required to enter an EIN/TIN.**

▼ Mailing Address - Battle Creek

Address Type:

Address Line 1*:

Address Line 2:

City*:

State/Province*:

ZIP/Postal Code:

Country*:

Tax Identification Number (TIN):

If you do not have a TIN please contact the IRS by [clicking here](#)

TIN Type*:

TIN: **Leave Blank** Note: TIN match from IRS may take 3-5 business days



Does your entity already have a NCAGE code? You will select **YES** and then enter your company's NCAGE code in the box below.
Select Save and Continue.

Register Entity	CAGE Code
	DUNS: 999999999 NCAGE: ABCD1
Registration Overview	
Purpose of Registration	
Core Data	
✓ DUNS Information	
✓ Verify DUNS Information	
✓ Business Information	
✓ IRS Consent	
✓ CAGE or NCAGE Code	
● CAGE Ownership Details	
✓ General Information	
✓ Financial Information	

Page Description

The Commercial and Government Entity (CAGE) code is a five-character alpha-numeric identifier assigned to entities located in the United States and its outlying areas by the Defense Logistics Agency (DLA) Commercial and Government Entity (CAGE) Branch to identify a commercial or government entity. All registrations in SAM go through the CAGE Code assignment/validation process after submission.

If you already have a CAGE Code, you will be asked to provide it below. SAM will check to see if you entered a valid CAGE Code. If you are not sure whether or not you have a CAGE Code, click the "Search for CAGE Code" link to check. If you do not have a CAGE Code, one will be automatically assigned to your entity once you submit your entity's registration and your Taxpayer Information has been validated. Please answer the question accordingly.

Does your entity already have a CAGE Code? *

Yes No

CAGE Code: [Search for CAGE Code](#)

On the next page, you will need to answer questions about entities that may own or control the entity you are registering.

If the NCAGE is incorrect, you must contact your NCB (Pages 6-11):

<https://eportal.nspa.nato.int/AC135Public/Docs/US%20Instructions%20for%20NSPA%20NCAGE.pdf>



CAGE Ownership Details

Register Entity

CAGE Ownership Details

DUNS: 999999999

NCAGE: ABCD1

Registration Overview

Purpose of Registration

Core Data

 DUNS Information

 Verify DUNS Information

 Business Information

 IRS Consent

 CAGE or NCAGE Code

 CAGE Ownership Details
 General Information

 Financial Information

 Executive Compensation Questions

 Proceedings Questions

 Information Opt-Out

 Review Core Data

 Assertions

Page Description

Federal Acquisition Regulation ([FAR Subpart 4.18](#)) requires that you provide information about your entity's ownership and control as part of your SAM registration. We are gathering this information now to populate a [provision](#) you will certify to later in Reqs & Certs. If you don't know your owner's CAGE/NCAGE Code, you can [look it up](#). If your owner is located in the U.S. or its territories, not required to register in SAM, and doesn't have a CAGE Code, they need to [get a CAGE Code](#) before you can complete your registration. If your owner is located outside the U.S. or its territories, not required to register in SAM, and doesn't have an NCAGE Code, they need to [request an NCAGE Code](#) right away.

Does another entity own or control the entity you are registering?*

 Yes No

This is your [Immediate Owner](#).

Is your Immediate Owner located outside the U.S. and its territories?*

 Yes No

Does your Immediate Owner already have an NCAGE Code?*

 Yes No

Enter your Immediate Owner's NCAGE Code.*

Select "Verify" to see the information for that NCAGE Code. If this represents your Immediate Owner, answer the next question.

If not, enter a different NCAGE Code and select "Verify." [Look up](#) the NCAGE Code if you don't know it.*

CAGE Details for Immediate Owner

NCAGE Code: ABCD2
 Legal Business Name: Your company
 Address Line 1: Your address
 City: Your city
 State/Province:
 Zip/Postal Code: Your zip
 Country: Your country

Does your entity have an Immediate Owner? If **NO** select Save and Continue. If **YES**...



Is the Immediate Owner located outside of the U.S. and its territories? If **NO** provide Immediate Owner CAGE Code and select verify. If **YES**...



Provide NCAGE Code for Immediate Owner and select verify.

*If you would like to learn more about Ownership of Offeror please view our Ownership of Offeror Support Guide.

<https://www.logisticsinformationservice.dla.mil/CAGETier3/supportguides.asp>



CAGE Ownership Details Continued

Does another entity own or control your Immediate Owner? If **NO** select Save and Continue. If **YES**...



Is your Highest-Level Owner located outside of the U.S. and its territories? If **NO** provide Highest-Level Owner CAGE Code and select verify. If **YES**...



Provide NCAGE Code for Highest-Level Owner and select verify.

Representations and Certifications

Points of Contact

Submit Certification

[BACK TO USER DASHBOARD](#)

Does another entity own or control your Immediate Owner?*

Yes No

Answer the following questions about the [Highest-Level Owner](#) in the entire organization.

Is your Highest-Level Owner located outside the U.S. and its territories?*

Yes No

Does your Highest-Level Owner already have an NCAGE Code?*

Yes No

Enter your Highest-Level Owner's NCAGE Code.*

Select "Verify" to see the information for that NCAGE Code. If this represents your Highest-Level Owner, select "Save and Continue." If not, enter a different NCAGE Code and select "Verify." [Look up](#) the NCAGE Code if you don't know it. *

ABCD3

[VERIFY](#)

CAGE Details for Highest-Level Owner

NCAGE Code: ABCD3
Legal Business Name: Your company
Address Line 1: Your address
City: Your city
State/Province:
Zip/Postal Code: Your zip
Country: Your country

[CANCEL](#)


[PREVIOUS](#)

[SAVE AND CONTINUE](#)



Company Security Level and Highest Employee Security Levels must be selected.

Not Applicable is an option.

Registration Overview	<p>Page Description</p> <p>Please enter the business type information for your entity. Select the applicable business types by using the drop down menus or pick lists provided. To use the pick lists select the box next to the business type(s) you want to add and click the "Add" button. To remove a business type select the box next to that business type(s) and select the "Remove" button.</p> <p><u>Business Information:</u></p> <p>Country of Incorporation: <input type="text" value="Your country"/></p> <p>Company Security Level: <input type="text" value="Please select a value"/> </p> <p>Highest Employee Security Level: <input type="text" value="Please select a value"/></p> <p><u>Business Types:</u></p> <p>You have categorized your entity as a: Business or Organization.</p> <p>Does your entity qualify as one of the following (if none are applicable, select Not Applicable from the drop-down menu)? : <input type="text" value="Not Applicable"/></p> <p>Is your business certified by a state certifying agency as a Department of Transportation (DOT) Disadvantaged Business Enterprise (DBE)?: <input type="text" value="No"/></p> <p>If your organization is a Federally Recognized Native American Entity choose all that apply:</p>
Purpose of Registration	
Core Data	
✓ DUNS Information	
✓ Verify DUNS Information	
✓ Business Information	
✓ IRS Consent	
✓ CAGE or NCAGE Code	
✓ General Information	
✓ Financial Information	
✓ Executive Compensation Questions	
✓ Proceedings Questions	
✓ Information Opt-Out	
✓ Review Core Data	



Make a choice for entity qualification from the drop down menu. **Not Applicable is an option.**

- Financial Information

- Executive Compensation Questions

- Proceedings Questions

- Information Opt-Out

- Review Core Data

Assertions

Business Types:

You have categorized your entity as a: **Business or Organization.**

Does your entity qualify as one of the following (if none are applicable, select Not Applicable from the drop-down menu)? :

Not Applicable

 Community Development Corporation

 Domestic Shelter

 Educational Institution

 Foundation

 Hospital

 Veterinary Hospital



ing agency as a Department of Transportation (DOT) Disadvantaged Business

If your organization is a Federally Recognized Native American Entity choose all that apply:



Federally Recognized Native American Entities DO NOT apply to Foreign Owned and Located Entities.

Select Save and Continue.

Representations and Certifications


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NATIVE AMERICAN ENTITY TYPE PICK LIST	YOUR NATIVE AMERICAN ENTITY TYPES
<ul style="list-style-type: none"><input type="checkbox"/> Alaskan Native Corporation Owned Firm<input type="checkbox"/> American Indian Owned<input type="checkbox"/> Indian Tribe (Federally Recognized)<input type="checkbox"/> Native Hawaiian Organization Owned Firm<input type="checkbox"/> Tribally Owned Firm	
ADD	REMOVE





Select the appropriate option from the drop down menu. Select Manufacturer of Goods if you manufacture products. Not Applicable is an option. Then answer the other two required questions.

Is your business/organization one of the following (if none are applicable, select Not Applicable from the drop-down menu)?

Not Applicable

Not Applicable

Foreign Owned and Located

Small Agricultural Cooperative

Limited Liability Company (if applicable)

Subchapter S Corporation (if applicable)

Manufacturer of Goods

For-Profit Organization

Organization as Defined by the IRS*:

Please select one of the following*:



Socio-Economic Categories do NOT apply to Foreign Owned and Located Entities. **Select Save and Continue.**

If your business qualifies as one of the following Socio-Economic Categories, check all that reflect the current status of your business. Small business status will automatically be derived from the receipts, number of employees, assets, or megawatt hours, and NAICS codes entered in the Assertions portion of the registration

SOCIO-ECONOMIC CATEGORIES PICK LIST	YOUR ENTITY'S SOCIO-ECONOMIC CATEGORIES
<ul style="list-style-type: none"><input type="checkbox"/> Veteran Owned Business<input type="checkbox"/> Woman Owned Business<input type="checkbox"/> Joint Venture Women-Owned Small Business<input type="checkbox"/> Joint Venture Economically Disadvantaged Women-Owned Small Business<input type="checkbox"/> Community Development Corporation Owned Firm<input type="checkbox"/> Minority Owned Business	
<input type="button" value="ADD"/>	<input type="button" value="REMOVE"/>





Electronic Funds Transfer and Automated Clearing House (ACH) information is NOT REQUIRED for foreign vendors. Leave fields blank.

New Account

Electronic Funds Transfer (EFT):

EFT information is optional for Non-U.S. Businesses and Organizations. If you choose to provide this information, you must enter an ABA Routing Number, Account Number, and Account Type.

Account Type:

Financial Institute:

ABA Routing Number:

Account Number:

Lockbox Number:



Automated Clearing House (ACH):

If you entered EFT information above, then at least one method of contact must be provided for your financial institution. Otherwise, this section should be left blank.

NOTE: Some Foreign vendors will have US Banking information. You have the option to complete this section. (Only US ABA routing numbers and account numbers may be used)

(xxx)xxx-xxxx

xxx-xxxxxxxxxxx

(xxx)xxx-xxxx





Remittance Address for Foreign registrations is required.

Remittance Address:

You must provide an address to mail a check to if EFT is unavailable.

Name: *

Address Line 1: *

Address Line 2:

City: *

State/Province

Country: *

Please select a value



ZIP/Postal Code:



If you answer YES to question 1, you must also then supply the names and salaries of the top five executives in your organization in Section 2. **Select Save and Continue.**

Registration Overview	<p>Page Description</p> <p>Please enter the requested information below about your entity. You must provide data for the five (5) most highly compensated executives in your business or organization including parent organization.</p>
Purpose of Registration	
Core Data	<p><u>Executive Compensation:</u></p> <p>In your business or organization's preceding completed fiscal year, did your business or organization (the legal entity to which this specific SAM record, represented by a DUNS number, belongs) receive both of the following: *</p> <ul style="list-style-type: none"> • 80 percent or more of your annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements and • \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements?
<input checked="" type="checkbox"/> DUNS Information <input checked="" type="checkbox"/> Verify DUNS Information <input checked="" type="checkbox"/> Business Information <input checked="" type="checkbox"/> IRS Consent <input checked="" type="checkbox"/> CAGE or NCAGE Code <input checked="" type="checkbox"/> General Information <input checked="" type="checkbox"/> Financial Information <input checked="" type="checkbox"/> Executive Compensation Questions <input checked="" type="checkbox"/> Proceedings Questions <input checked="" type="checkbox"/> Information Opt-Out <input checked="" type="checkbox"/> Review Core Data	<p>1</p> <p>No</p>
	<p>2</p> <p>Does the public have access to information about the compensation of the senior executives in your business or organization (the legal entity to which this specific SAM record, represented by a DUNS number, belongs) through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6 of the Internal Revenue Code of 1986?</p> <p>Not Applicable</p>
	<p>CANCEL</p> <p>PREVIOUS SAVE AND CONTINUE</p>





If you answer YES to question 2, you must provide a listing of the proceedings in question 3.

Select Save and Continue.

Core Data		Proceedings:
<input checked="" type="checkbox"/> DUNS Information		
<input checked="" type="checkbox"/> Verify DUNS Information	1	Is there a Federal solicitation on which your business or organization, as represented by the DUNS number on this specific SAM record, is bidding that contains the FAR provision 52.209-7, or has your business or organization, as represented by the DUNS number on this specific SAM record, been awarded a Federal contract that contains FAR clause 52.209-8? *
<input checked="" type="checkbox"/> Business Information		<input type="text" value="No"/>
<input checked="" type="checkbox"/> IRS Consent		
<input checked="" type="checkbox"/> CAGE or NCAGE Code	2	Does your business or organization, as represented by the DUNS number on this specific SAM record, have current active Federal contracts and/or grants with total value (including any exercised/unexercised options) greater than \$10,000,000?
<input checked="" type="checkbox"/> General Information		<input type="text" value="Not Applicable"/>
<input checked="" type="checkbox"/> Financial Information		
<input checked="" type="checkbox"/> Executive Compensation Questions		
<input checked="" type="checkbox"/> Proceedings Questions	3	Within the last five years, had the business or organization (represented by the DUNS number on this specific SAM record) and/or any of its principals, in connection with the award to or performance by the business or organization of a Federal contract or grant, been the subject of a Federal or State <ul style="list-style-type: none">• Criminal proceeding resulting in a conviction or other acknowledgment of fault;• Civil proceeding resulting in a finding of fault with a monetary fine, penalty, reimbursement, restitution, and/or damages greater than \$5,000, or other acknowledgment of fault; and/or• Administrative proceeding resulting in a finding of fault with either a monetary fine or penalty greater than \$5,000 or reimbursement, restitution, or damages greater than \$100,000, or other acknowledgment of fault?
<input checked="" type="checkbox"/> Information Opt-Out		
<input checked="" type="checkbox"/> Review Core Data		<input type="text" value="Not Applicable"/>
Assertions		



You may opt to NOT have the entity's information displayed publicly. **Select Save and Continue.**

Page Description

Please enter the requested information below for your entity.

You may opt-out from displaying your entity information on the SAM Public Search page. This may result in a reduction in Federal government business opportunities and subcontractors choosing this option will not be visible to Prime Contractors.

If you are an SBA certified HUB Zone or 8A firm (or applying for one of these certifications), you must authorize the display of your entity's information in SAM's Public Search.

If you are interested in performing Intra governmental Transactions (IGT), please note that your information will be removed from Public Search. Your entity will still be available in For Official Use Only (FOUO) searches.

Please note that your banking information will be treated as sensitive data and will not be displayed to the public regardless of your selection.

- I authorize my entity's information to be displayed in SAM's Public Search
- I do not authorize my entity's information to be displayed in SAM's public search


CANCEL

PREVIOUS

SAVE AND CONTINUE



Verify the information is correct on the review page.
Scroll down to **Select Save and Continue.**
Select Edit to make any changes.

Register Entity	Review Core Data	
	DUNS:	CAGE Code:
Registration Overview	Review Core Data	
Purpose of Registration	You have completed the Core Data section of your entity's registration in SAM. Please validate that the information below is correct before continuing. Use the EDIT button to make changes to the appropriate sections. If you are satisfied with the information entered previously, please click SAVE AND CONTINUE.	
Core Data	DUNS Number:	999999999
✓ DUNS Information	D&B Legal Business Name:	Your company
✓ Verify DUNS Information	Doing Business As:	Your company
✓ Business Information		
✓ IRS Consent		
✓ CAGE or NCAGE Code		[Expand All] [Collapse All]
✓ General Information	Business & TIN Information:	
✓ Financial Information	Business Information:	 <input type="button" value="EDIT"/>
✓ Executive Compensation Questions	Business Start Date:	01/01/2013
✓ Proceedings Questions	Fiscal Year End Close Date:	12/31
	Company Division Name:	



Only one Primary NAICS Code is required in SAM.

(1) Enter your NAICS in the Search NAICS box.
(2) Select Search.

Purpose of Registration

Core Data

Assertions

- ✓ Goods and Services
- ✓ Size Metrics
- ✓ EDI Information
- ✓ Disaster Relief Information
- ✓ Review Assertions

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ADD

Please enter your Goods and Services information. In the "Search NAICS" or "Search PSC Codes" text box, type in the code or enter a word description of the type of services your business is involved in. Highlight the NAICS or PSCs that are applicable to your entity and click "Add." NAICS and PSC codes that you have successfully added to your registration will show up in the "NAICS Codes Selected" or "PSC Codes Selected" box. If needed, you can delete a NAICS or PSC by clicking the "X" to the right of each one you have selected.

1

2

Add NAICS Classification Codes: *

Search NAICS:

SEARCH CLEAR

NAICS Codes Selected:

*Only 100 characters of the description is shown.

Mark as Primary	NAICS Code	Description	
<input type="radio"/>	561740	CARPET AND UPHOLSTERY CLEANING SERVICES	X
<input type="radio"/>	621610	HOME HEALTH CARE SERVICES	X
<input checked="" type="radio"/>	812910	PET CARE (EXCEPT VETERINARY) SERVICES	X



If you do not know what your NAICS codes are you can search for them by going to <http://www.census.gov/eos/www/naics/>.



- (1) Select your NAICS under the search box to highlight it.
- (2) Select Add at the bottom of the box.

Core Data

Assertions

- Goods and Services
- Size Metrics
- EDI Information
- Disaster Relief Information
- Review Assertions

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applicable to your entity and click "Add." NAICS and PSC codes that you have successfully added to your registration will show up in the "NAICS Codes Selected" or "PSC Codes Selected" box. If needed, you can delete a NAICS or PSC by clicking the "X" to the right of each one you have selected.

Add NAICS Classification Codes: *

Search NAICS:

812910

812910	PET CARE (EXCEPT VETERINARY) SERVICES

NAICS Codes Selected:

*Only 100 characters of the description is shown.

Mark as Primary	NAICS Code	Description	
<input checked="" type="radio"/>	812910	PET CARE (EXCEPT VETERINARY) SERVICES	<input type="button" value="X"/>

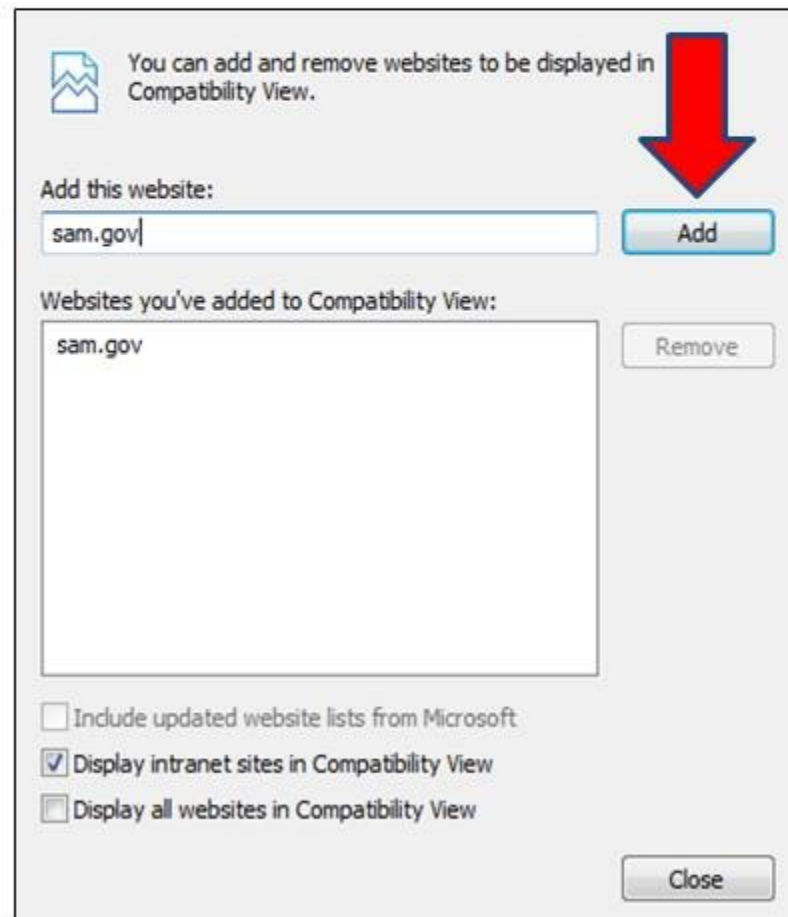
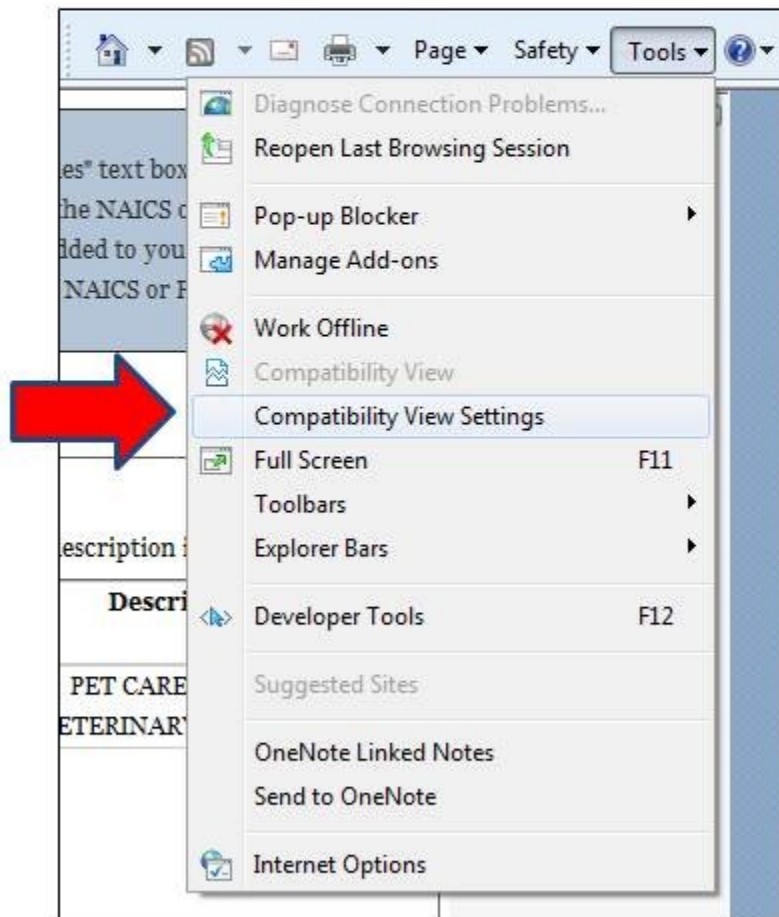
You MUST select one as Primary.



If nothing happens when you search for your NAICS try selecting “Compatibility View”.

Tools → Compatibility View Settings

Type in www.sam.gov → Select add.





PSC codes are optional. **Select Save and Continue.**

Add PSC Classification Codes:

Search PSC Codes:

SEARCH **CLEAR**


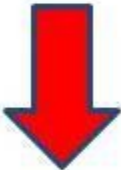
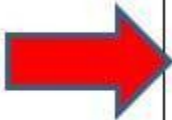
PSC Codes Selected:

*Only 100 characters of the description is shown

PSC Code	Description
----------	-------------

ADD

CANCEL **PREVIOUS** **SAVE AND CONTINUE**





A valid dollar amount must be entered for your Total Annual Receipts without punctuation-no decimals, commas, or dollar sign. This is a three year average. **Select Save and Continue.**

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BACK TO USER DASHBOARD

Industry-Specific Size Metrics (Present the following fields at the bottom of the page:)

Barrels Capacity: (NAICS code 324110)

Total Megawatt Hours: (One or more of following NAICS Codes: 221111, 221112, 221113, 221114, 221115, 221116, 221117, 221118, 221119, 221121, 221122)

Total Assets: (One or more of following NAICS Codes: 522110, 522120, 522130, 522190, 522210, 522293)

World Wide:

Total Receipts (3 year average): *

\$ 100000

Average Number of Employees (12 month average): *

5

Location (Optional):

Annual Receipts (3 Year Average):

\$

Average Number of employees (12 Month Average):

CANCEL

PREVIOUS

SAVE AND CONTINUE





Electronic Data Interchange (EDI) is the computer-to-computer exchange of business data in standard formats. **Select Save and Continue.**

Core Data

Assertions

- ✓ Goods and Services
- ✓ Size Metrics
- ✓ **EDI Information**
- ✓ Disaster Relief Information
- ✓ Review Assertions

Representations and Certifications

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[BACK TO USER DASHBOARD](#)

Do you wish to enter EDI Information for your non-government entity? No

EDI Information:

EDI VAN Provider:

ISA Qualifier:

ISA Identifier:

Functional Group Identifier:

820s Request Flag:

NOTE:
If the answer is Yes to the above question this section needs to be completed.

If you have questions about doing business through EDI, please contact your local Procurement Technical Assistance Center (PTAC). <http://www.aptac-us.org/>



This section is for those contractors wishing to do business with the Federal Government, such as the Federal Emergency Management Agency (FEMA), in the event of a natural disaster.

Select Save and Continue.

Registrations Overview

- Purpose of Registration
- Core Data
- Assertions**
 - Goods and Services
 - Size Metrics
 - EDI Information
 - Disaster Relief Information**
 - Review Assertions
- Representations and Certifications
- Points of Contact
- Small Business Certification
- Submit Certification

Page Description
Please enter the requested information. If Provided, this information will be used by FEMA for finding contractors for disaster relief situations. For additional information on FEMA disasters, please click [here](#)

Do you wish to enter Disaster Relief Data for your entity?

Does your company require bonding to bid on Contracts?

Bonding Level:
Please provide the bonding level type, value must be input in whole dollars.

- Construction Bonding Level, Per Contract (dollars)
- Construction Bonding Level, Aggregate (dollars)
- Service Bonding Level, Per Contract (dollars)
- Service Bonding Level, Aggregate (dollars)

NOTE:
If the answer is Yes to the above questions this section needs to be completed.

Geographic Area Served:
If you select "any state" this will indicate a nationwide search. Alternatively, you can select up to three states. If you select on state, you can select up to three counties and three metropolitan statistical areas.

Any State One State Multiple States



Verify the information is correct. Select Save and Continue.

Register Entity

Review Assertions

DUNS: CAGE Code:

Registration Overview

Purpose of Registration

Core Data

Assertions

- Goods and Services
- Size Metrics
- EDI Information
- Disaster Relief Information
- Review Assertions

Representations and Certifications

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Review Assertions

You have completed the Assertions section of your entity's registration in SAM. Please validate that the information below is correct before continuing. Use the EDIT button to make changes to the appropriate sections. If you are satisfied with the information entered previously, please click SAVE AND CONTINUE.

DUNS Number: 999999999

D&B Legal Business Name: Your company

Goods & Services:

NAICS Codes Selected:

Primary	NAICS Code	Description
Yes	812910	PET CARE (EXCEPT SERVICES)

Size Metrics

World Wide:

Total Receipts (3 year average): \$ 1

Average Number of Employees (12 month average): 1

Location (Optional):

Annual Receipts (3 Year Average): \$

Average Number of employees (12 Month Average):

EDI Information

Do you wish to enter EDI Information for your non-government entity? No

Disaster Relief Information

Do you wish to enter Disaster Relief Data for your entity? No

Geographic Area Served:


CANCEL PREVIOUS **SAVE AND CONTINUE**



**For Question 1, you MUST enter one POC.
To add additional people, select “Add New Person”.
If you are unable to add a new person”,
switch to compatibility mode.**

Assertions	
Representations and Certifications	
✓ FAR Response 1	
✓ FAR Response 2	
✓ FAR Response 3	
✓ FAR Response 4	
✓ Architect-Engineer Response	
✓ Defense Response	
✓ Review Representations and Certifications	
Points of Contact	
Small Business Certification	
Submit Certification	
BACK TO USER DASHBOARD	

- Who are the person(s) within Your name responsible for determining prices offered in bids/proposals? ([FAR 52.203-2](#))



- Does Your name have other plants/facilities at different addresses routinely used to perform on contracts? ([FAR 52.214-14](#), [FAR 52.215-6](#))

If yes, please provide the following: Place of Performance (Address) of the Other Plants/Facilities, Name(s) of Owner and Operator of Plant/Facilities, Address(es) of Owner and Operator of Plant/Facilities (Street, Address, City, County, State, Zip Code)
- TIN is on file. ([FAR 52.204-3](#), [FAR 52.212-3](#))
- For products designated by the Environmental Protection Agency and provided by Your name, does the percentage of recovered material content meet the applicable EPA guidelines? ([FAR 52.223-4](#), [FAR 52.223-9](#))



When you select **“Person”**, a text field will open.
Add a person’s first and last name and title.
Select Close.

Add New Person

BC - MANAGER

Person

Name :

Title :

Close Delete

*You must click Save and Continue below to complete desired action.

Person


Person

Person

Person



Select **“Add New Plant/Facility”** to add Plant/Facility at other locations.

Plant/Facility  Add New Plant/Facility

Place of Performance Address :

Address Line 1:

Address Line 2:

City:

State/Province:

Country:

ZIP/Postal Code:

Owner :

Owner Address :

Address Line 1:

Address Line 2:

City:

State/Province:

Country:

ZIP/Postal Code:

***You must click Save and Continue below to complete desired action.**



Make sure to answer every question as you go through this section.

Representations and Certifications

- ✓ FAR Response 1
- ✓ **FAR Response 2**
- ✓ FAR Response 3
- ✓ FAR Response 4
- ✓ Architect-Engineer Response
- ✓ Defense Response
- ✓ Review Representations and Certifications

Points of Contact

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5. Is Your name a small business concern that wishes to be considered for status as a labor surplus area (LSA) concern? ([FAR 52.219-2](#))

No

If yes, indicate the LSA in which the manufacturing or production costs amount to more than 50% of contract price: ([FAR 52.219-2](#))

Begin by selecting a state to show the labor surplus areas within that state, and then select the area

6. Is Your name owned or controlled by a common parent, that files its Federal Income Tax returns on a consolidated basis? ([FAR 52.204-3](#), [FAR 52.212-3](#))

No

If yes, please provide the company name and TIN for the common parent. ([FAR 52.204-3](#), [FAR 52.212-3](#))

Company Name :

TIN :

7. Our records indicate there is not an active exclusion for Your name . Are any of Your name , or any of its principals, currently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal Agency? ([FAR 52.209-5](#), [FAR 52.212-3](#))

No



Question 17 is a commonly missed question. The answer to this question is located below the NAICS code box.

- ✓ FAR Response 1
- ✓ FAR Response 2
- ✓ **FAR Response 3**
- ✓ FAR Response 4
- ✓ Architect-Engineer Response
- ✓ Defense Response
- ✓ Review Representations and Certifications

Points of Contact

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[52.212-3](#))

17. Are you a Small Disadvantaged Business?

The answers below regarding your small business status ("Small" or "Other than Small") are pre-filled based on your previously entered size standard information (number of employees and total receipts). When you answer the question on your Small Disadvantaged Business status, you are doing so for each NAICS for which you have been identified as "small".

The NAICS for which you are identified as small are shown in the table below; these Y/N answers are located in the "Small Business?" column where a "Y" indicates "Small" and "N" indicates "Other than Small". These answers are derived from the SBA's size standards.

The NAICS shown are those you have entered. You may click the "View More" button to see your entity's size status for any existing NAICS. If you disagree with any of the pre-filled information, you must return to Assertions and change your values there.

The "Edit" button will return you to the correct location to make these changes.

([FAR 52.212-3](#), [FAR 52.219-22](#))

NAICS Code	Name	NAICS Exception	Size Standard	Small Business?
812910	PET CARE (EXCEPT VETERINARY) SERVICES			N/A

[VIEW MORE](#)

No ← Answer



Another commonly missed question is number 23. Select one of the options.

23. Please choose one of the following statements that applies to Your name ([FAR 52.222-25](#), [FAR 52.212-3](#))


- Choose one** →
- Your name has developed and has on file affirmative action programs required by Secretary of Labor regulations.
 - Your name does not have developed and does not have on file affirmative action programs required by Secretary of Labor regulations.
 - Your name has not had previous contracts subject to written affirmative action programs requirements from Secretary of Labor regulations.



You are **NOT** required to answer the Architect-Engineer Response questions, if you have not selected the NAICS listed.

Select Save and Continue.

Register Entity	Architect-Engineer Response
	DUNS: CAGE Code:
Registration Overview	Page Description
Purpose of Registration	Please complete the following questionnaire related to the Federal Acquisition Regulation (FAR)*
Core Data	*All questions are mandatory.
Assertions	
Representations and Certifications	
✓ FAR Response 1	27. Our records indicate that Your name have not selected NAICS 541310, 541320, 541330, 541360, 541370, 541410 or 541620. SF 330 part II information is not applicable.
✓ FAR Response 2	
✓ FAR Response 3	
✓ FAR Response 4	
✓ Architect-Engineer Response	
	<input type="button" value="CANCEL"/> <input type="button" value="PREVIOUS"/> <input type="button" value="SAVE AND CONTINUE"/>





The box at the bottom of this page must be checked **Select Save and Continue.**

[DFARS 252.216-7008](#): Economic Price Adjustment-Wage Rates or Material Prices Controlled by a Foreign Government-Representation.

[DFARS 252.225-7000](#): Buy American Statute--Balance of Payments Program Certificate

[DFARS 252.225-7020](#): Trade Agreements Certificate.

[DFARS 252.225-7022](#): Trade Agreements Certificate - Inclusion of Iraqi End Products.

[DFARS 252.225-7035](#): Buy American Act--Free Trade Agreements--Balance of Payments Program Certificate (Alternate I, II, III, IV & V)

[DFARS 252.247-7022](#): Representation of Extent of Transportation by Sea

- I have read each of the FAR and DFARS provisions presented above. By submitting this certification, I, Your Name, am attesting to the accuracy of the representations and certifications contained herein, including the entire NAICS table. I understand that I may be subject to penalties if I misrepresent Your name in any of the above representations or certifications to the Government.

CANCEL

PREVIOUS

SAVE AND CONTINUE



**Make sure to enter the first and last name in the proper boxes.
This MUST be a person's name, not a title or company name.
The registration process will NOT be completed without
a valid individual's name.**

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POC Details

Small Business Certification

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Mandatory Points of Contact


Accounts Receivable POC

Title:	<input type="text"/>	
First Name: *	<input type="text" value="Your"/>	
Middle Initial:	<input type="text"/>	
Last Name: *	<input type="text" value="Name"/>	
Email: *	<input type="text" value="youremail@email.com"/>	
Phone: * US or Non US Phone is mandatory		
US Phone:	<input type="text"/>	(XXX)XXX-XXXX
Extension:	<input type="text"/>	XXXXXXX
Non US Phone:	<input type="text"/>	XXXX-XXXXXXXXXXXX
US Fax: *	<input type="text"/>	(XXX)XXX-XXXX
Notes:	<input type="text"/>	



If you are entering the same information as you entered in the POC section select copy from in the drop down box.

Electronic Business POC

Copy From: 

Title:

First Name: *

Middle Initial:

Last Name: *

Email: *

Phone: * US or Non US Phone is mandatory

US Phone:

Extension:

Non US Phone:

US Fax: *

Notes:



Make sure to fill out Government POC.

Government Business POC	
Title:	<input type="text"/>
First Name: *	<input type="text" value="Your"/>
Middle Initial:	<input type="text"/>
Last Name: *	<input type="text" value="Name"/>
Email: *	<input type="text" value="Youremail@email.com"/>
Phone: * US or Non US Phone is mandatory	
US Phone:	<input type="text"/> (xxx)xxx-xxxx
Extension:	<input type="text"/> xxxxxxx
Non US Phone:	<input type="text"/> xxxx-xxxxxxxxxxxx
US Fax:	<input type="text"/> (xxx)xxx-xxxx
Notes:	<input type="text"/>
Address Line 1: *	<input type="text" value="Your address"/>
Address Line 2:	<input type="text"/>
City: *	<input type="text"/>

DLA CAGE will contact GOVT POC for any questions

The Government POC must have the ability to enter into contractual agreements with the Federal Government.



The **OPTIONAL** Points of Contact are at the bottom of the page. You will need to select **“Add Optional POC”** to enter additional POC’s other than those listed. **Select Save and Continue.**

US Phone:	<input type="text"/>	(XXX)XXX-XXXX
Extension:	<input type="text"/>	XXXXXXX
Non US Phone:	<input type="text"/>	XXXX-XXXXXXXXXXXX
US Fax:	<input type="text"/>	(XXX)XXX-XXXX
Notes:	<input type="text"/>	

Optional Points of Contact

- ▶ Optional POC
- ▶ Past Performance POC
- ▶ Past Performance Alternate POC
- ▶ Electronic Business Alternate POC
- ▶ Government Business Alternate POC

To add Govt. Bus. or E-Biz Alternate POC's Select here

Select each POC type listed

SAVE AND CONTINUE



Expand each of the tabs in the navigation menu to make sure every page is complete. If you **Select** each section, the tab expands and you will see either green checks, grey dots or a red X. The red X or grey dot means that you need to return to that section. If you have green checks on every section, scroll to the bottom of the page. **Select Submit.**

Registration Overview

Purpose of Registration

Core Data

- ✓ DUNS Information
- ✓ Verify DUNS Information
- ✓ Business Information
- ✓ IRS Consent
- ✓ CAGE or NCAGE Code
- ✓ General Information
- ✓ Financial Information
- ✓ Executive Compensation Questions
- ✓ Proceedings Questions
- ✓ Information Opt-Out
- ✓ Review Core Data

Entity Review

You have completed all sections of your entity's registration in SAM. Please validate that the information below is correct before continuing. Use the EDIT button to make changes to the appropriate sections. If you are satisfied with the information entered previously, please click SUBMIT.

DUNS Number:	999999999	
D&B Legal Business Name:	Your company	
Doing Business As:	Your company	

Core Data

[\[Expand All\]](#) | [\[Collapse All\]](#)

Business & TIN Information:

Business Information:		
Business Start Date:	01/01/2013	<input type="button" value="EDIT"/>
Fiscal Year End Close Date:	12/31	
Company Division Name:		
Company Division Number:		
Corporate URL:		

Look for all green checks

WARFIGHTER SUPPORT

STEWARDSHIP EXCELLENCE

WORKFORCE DEVELOPMENT



After submission, the Congratulations Page should be displayed.
If not, go through the previous registration screens to review.
Make changes. **Select Submit.**
To confirm the status of the registration, **Select Print Summary.**

Register Entity

Confirmation Page

DUNS: CAGE Code:

Congratulations!

You have completed the registration of your entity. Click the Print Summary button below to be redirected to the Entity Record Page of the Entity Dashboard. This page will allow you to save and print a copy of the completed registration for your records.

PRINT SUMMARY

Entity Review

Confirmation Page

BACK TO USER DASHBOARD



The Print Summary Page displays a status.

- (1) **“Submitted”** indicates the record is processing.
- (2) **“Work in Progress”** indicates the record was NOT successfully submitted and you will need to
- (3) **Select Entity Record** to review and complete.

The screenshot displays the Entity Dashboard interface. On the left, a sidebar contains navigation links: Entity Dashboard, Entity Overview, Entity Record (highlighted with a red arrow and the number 3), Core Data, Assertions, Reqs & Certs, POCs, Exclusions, Active Exclusions, and Inactive Exclusions. A 'BACK TO USER DASHBOARD' button is also present.

The main content area shows a header with user information: Your name, DUNS: 999999999, CAGE: ABCD1, Status: Submitted, Your address, Your city, and Your country. Below this is an 'Entity Overview' section.

Two panels, labeled '1' and '2', show 'Entity Information' for different records:

- Panel 1 (labeled '1') shows: DUNS: 999999999, Name: Your name, Business Type: Business or Organization, Registration Status: Submitted (circled in red), and Registration is pending CAGE validation.
- Panel 2 (labeled '2') shows: DUNS: 999999999, Name: Your name, Doing Business As: Business or Organization, POC Name: , and Registration Status: Work In Progress (circled in red).

Below each 'Entity Information' panel is an 'Exclusions' section with a minus sign icon and the text 'Active Exclusion Records? No'.



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